

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in City Council and Redevelopment Agency meetings. If you require, American Sign Language interpreters, a reader during the meeting, and/or large print agendas, to make arrangements, please call: **Office of the City Clerk (714) 536-5227**.

To make arrangements for an assisted listening system (ALD) for the hearing impaired, please contact: the **Sergeant at Arms (714) 536-5693** or the **City Clerk (714) 536-5227**.

72 hours prior notification will enable the city to make reasonable arrangements to ensure accessibility to a meeting.

ACTION AGENDA
CITY COUNCIL/REDEVELOPMENT AGENCY
CITY OF HUNTINGTON BEACH

MONDAY, DECEMBER 8, 2003

2:00 P.M. – Room B
Central Library, 7111 Talbert Avenue,
Huntington Beach, CA 92648

2:00 P.M. – Room B – Central Library

Call City Council/Redevelopment Agency Meeting to Order

Roll Call Sullivan, Coerper, Hardy, Green, Boardman, Cook, Houchen

Present (Sullivan, arrived 2:10 p.m.; Houchen absent)

Motion to excuse City Attorney Jennifer McGrath from meeting

Approved 5-0-2 (Houchen, Sullivan absent)

Pursuant to the Brown (Open Meetings) Act the City Clerk Announces Late Communications Received by Her Office Which Pertain to Items on the Agenda

(1) The Brown (Open Meetings) Act requires that copies of late communications submitted by City Councilmembers or City Departments are to be made available to the public at the City Council meeting. **(2)** Late communications submitted by members of the public are to be made available to the public at the City Clerk's Office the morning after the Council meeting. (Late Communications are communications regarding agenda items that have been received by the City Clerk's Office following distribution of the agenda packet.)

Assistant City Clerk Elizabeth Ehrling announced Late Communications: (1) interview questions and (2) Appendices A-D of Maximus Communication

Public Comments

None

**COMPUTER INTERNET ACCESS TO CITY COUNCIL/REDEVELOPMENT AGENCY
AGENDA IS AVAILABLE PRIOR TO CITY COUNCIL MEETINGS**
<http://www.surfcity-hb.org>

(City Council/Redevelopment Agency) Interview Executive Search Firms to Manage the Search for a New City Administrator (.)

The City Council will be meeting to interview Executive Search firms that have submitted proposals to manage the search for a new City Administrator. They will be interviewing the following firms:

- Ralph Andersen & Associates
- Shannon Executive Search
- Bob Murray & Associates
- L. B. Hayhurst & Associates
- Maximus

- ** Communication from Ralph Andersen & Associates dated November 25, 2003 titled *Proposal to Recruit a City Administrator for the City of Huntington Beach*.
- ** Communication from Shannon Executive Search dated November 25, 2003 titled *Proposal to the City of Huntington Beach to recruit a City Administrator*.
- ** Communication from Bob Murray & Associates dated November 19, 2003 titled *A Proposal to Conduct an Executive Recruitment for a City Administrator on behalf of the City of Huntington Beach*.
- ** Communication from L. B. Hayhurst & Associates dated November 24, 2003 titled *Proposal to Provide Professional Services Executive Search City Administrator City of Huntington Beach*.
- ** Communication from Maximus dated November 24, 2003 titled *Executive Recruitment Services City Administrator City of Huntington Beach, CA*.
Council interviewed the following consultants utilizing the questions set forth in the "Late Communications" document:

- 1) **Heather Renschler of Ralph Andersen & Associates**
- 2) **Mr. Kris Kristensen and Teri Black-Brann of Shannon Executive Search**
City Administrator Ray Silver responded to timeline question stating that there will be a return to Council first meeting in January 2004.
- 3) **Bob Murray of Bob Murray & Associates**
- 4) **William E. Brian of L. B. Hayhurst & Associates**
- 5) **Norm Roberts and Eric J. Middleson of Maximus**

Additional questions asked included process of conducting background checks

Council ranked Maximus as No. 1; Bob Murray & Associates as No. 2; Shannon & Associates No. 3; L. B. Hayhurst as No. 4; and Ralph Andersen as No. 5.

Motion to prepare an RCA for a Contract with Maximus for 1/5/04 Meeting

Approved 6-0-1 (Houchen absent)

Council Comments - (Not Agendized)

At this time Councilmembers may report on items not specifically described on the agenda which are of interest to the community. No action or discussion may be taken except to provide staff direction to report back or to place the item on a future agenda.

Council/Agency Adjournment to Monday, December 15, 2003, at **4:00 p.m.**, in Room B-8, Civic Center, 2000 Main Street, Huntington Beach, California.

Council/Agency Agendas and Minutes are Available at No Charge to the Public at the City Clerk's Office, on the City's Website, Via Email, and Through Paid Subscription. Complete Agenda Packets are Available at the Central Library and Library Branches on Friday Prior to Meetings. Videotapes of Council Meetings are Available for Checkout at the Central Library at No Charge.

CONNIE BROCKWAY, CITY CLERK
City of Huntington Beach
2000 Main Street - Second Floor
Huntington Beach, California 92648

Internet: <http://www.surfcity-hb.org>